

**General Services Division**  
**Safety Program and Policy Manual**

SUBJECT: ASBESTOS POLICY  
NUMBER: 99-0111  
DATE: 04/01/99 (revised May 21, 2008)

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### Purpose

The purpose of this policy is to set forth requirements to protect employees of the General Services Division (GS) in and around work areas of all GS facilities that contain or are suspected of containing asbestos.

### Policy

Any individual entering into a GS building, facility or space shall do so in accordance with the procedures outlined in this policy and OSHA Standard 29 CFR 1910.1001. All GS teams are affected by this policy.

### Procedures

1. No GS employee shall work with asbestos containing materials. Prior to any work being done in any facility, the presence of asbestos in the proposed / planned work site location must be determined. Sources for this information are:
  - A. For the facilities managed by GS Facilities Management (FM) –
    - 1) The Asbestos Control Manager is Aaron Redmond, 737-3712.  
Alternates: JP Gouffray, Asbestos Inspector, 737-8038; Bernie Lee, Safety, 737-2315.
    - 2) Davis and Floyd Operations and Maintenance (O&M) books and independent surveys for all building are kept in Storage Room 116-A of the Facilities Management Office, 921 Main Street.
    - 3) Copies of independent contractor surveys and a summary of all asbestos survey results are distributed to affected teams.
  - B. For facilities maintained by the FM Statewide Building Systems team, contact:
    - 1) Dept. of Public Safety and for Dept. of Motor Vehicles, James Drayton, 896-8053
    - 2) Employment Security Commission, Larry Parker, 737-0980
    - 3) Dept. of Revenue, Sammy Sanders, 898-5433

2. The employee must know there is *no asbestos present* in the proposed / planned work site location in order to perform the required work. If the employee is not aware of or suspects that asbestos is present in the proposed / planned work site location, the employee must stop work and notify their supervisor.
3. Work may proceed only after clearance to continue is given by the negative results of a lab test, a negative homogeneous determination, or the completion of abatement actions by an asbestos abatement contractor.
4. Requests from asbestos sampling and / or abatement should be sent to and will be coordinated by the Asbestos Control Manager.
5. All GS employees that are affected by this policy are to be trained in Asbestos Awareness in accordance with OSHA standards.